

SUBJECT: ACQUISITION PLANNING

1. Appropriate planning must be done for all acquisitions. What is "appropriate" depends on the size, nature and complexity of the action. See EFARS 7.1. For small, routine actions, planning is usually minimal, informal and briefly documented. For projects which meet the thresholds in ER 5-7-1(FR), Project Management, a written acquisition strategy is prepared and included in the Project Management Plan. A written acquisition strategy should also be prepared for any unusually complex project (EFARS 7.103(S-101)). A formal acquisition plan is only required in a few cases (see paragraph 3). Acquisition strategies and plans must be fully staffed among all concerned functional elements.
2. For a construction project, the acquisition planning or strategizing must include the design and construction phases, and be performed prior to solicitation of an A-E contract, in order to allow the consideration of design-bid-build, design-build, and other delivery methods. Hence, a separate acquisition strategy or plan would not be done only for an A-E contract for the design of a construction project, no matter how large the A-E or construction contract.
3. A formal acquisition plan must comply with the format in FAR 7.105 and be approved by HQUSACE (ATTN: CEPR). A formal plan is only required for the specific conditions listed in EFARS 7.103(c)(i). Unless specifically directed by HQUSACE, a formal acquisition plan is not required for a construction project, even if it exceeds the \$30M/\$15M thresholds in EFARS 7.103(c)(i)(1). A formal acquisition plan for an A-E contract is only required if:
 - a. The contract is estimated at \$15 million or more for all years or \$5 million or more for any one year. Examples: a \$10 million/year IDC for HTRW investigation and design at various locations, and a \$16 million firm-fixed-price contract to perform condition assessment surveys of all the installations in a major Army command. Or,
 - b. The work extends beyond the MSC's geographical boundaries. Or,
 - c. Specifically directed by HQUSACE.
4. This bulletin has been coordinated with MAJ(P) Jeff Hills, CEPR-P, and Laura Meeker, CECC-C.

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